



TOWN OF WESTFORD
**PERMANENT TOWN
BUILDING COMMITTEE**
TOWN HALL
WESTFORD, MASSACHUSETTS 01886
(978) 692-5501

REQUEST FOR QUALIFICATIONS

**WESTFORD ACADEMY ATHLETIC COMPLEX
MASTER PLAN**

**PERMANENT TOWN BUILDING COMMITTEE &
SCHOOL COMMITTEE
WESTFORD, MA**

The Town of Westford, MA is seeking a qualified consultant to assist the Permanent Town Building Committee and School Committee with developing a Master Plan for the Westford Academy Athletic Complex located at 30 Patten Road in Westford, MA. The duties and responsibilities are described herein. All interested parties and/or firms must submit six (6) hard copies and one electronic copy of the proposal to:

Everett V. Olsen, Jr.
Superintendent of Schools
Westford Public Schools
23 Depot Street
Westford, MA 01886

Inquiries and requests for information shall be made in writing to Kathy Auth, Director of School Finance, (978) 692-5560 Ext. 2106 at the same address or can be submitted via email to kauth@westfordk12.us.

Proposals are due by 2:00 p.m. on Friday, September 18, 2015. Proposals are to be delivered to the Westford Public Schools Office, 23 Depot Street, Westford, MA 01886. Proposals shall include, as a minimum:

- * Cover letter
- * List of Project Team and resumes of key individual(s)
- * Experience list on similar projects
- * References from work on similar projects
- * Statement that applicant/firm has met all the requested qualifications
- * Copies of insurance certificates providing required coverage

*Posted by:
Thomas Mahanna, Chair
Permanent Town Building Committee
August 18, 2015*